




STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
June 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Attorney 1 (F)	79441	\$31,008 - \$49,296
Database Administrator 3 (G)	75507	\$49,992 - \$78,996
Dietitian (F)	77332	\$28,488 - \$45,768
Social Services Director (F)	79663	\$33,828 - \$53,484
TBI Special Agent - Forensic Imaging Specialist (A,E) (Formerly Photographer)	93865	900

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective June 9, 2005.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
 - C - Register was ABOLISHED and REESTABLISHED effective.
 - D - Job classification will be ABOLISHED.
 - E - Job classification will have a TITLE CHANGE effective June 9, 2005.
 - F - Job classification will have a change in SALARY effective June 9, 2005.
 - G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective June 9, 2005.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective
 - K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.
 - L - Job classification will be converting from both EXECUTIVE SERVICE and CAREER SERVICE to CAREER SERVICE effective.
 - M - Job classification changed examination method from Competitive to Non-Competitive.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

DATABASE ADMINISTRATOR 3

SUMMARY: Under general supervision, is responsible for implementing methods, techniques, and standards for effective management of data resources; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class reviews data models and database designs; monitors, evaluates, and recommends changes affecting database performance; and implements new or revised methods, techniques, and standard for data and database management. This class differs from Database Administrator 2 in that an incumbent of the latter assists database developers or other database administrators in designing, implementing or revising data structures and database systems, using defined standards and procedures. This class differs from Database Administrator 4 in that an incumbent of the latter functions as a project leader and is responsible for coordinating the efforts of other database administrators.

MINIMUM QUALIFICATIONS

Education and Experience: . Graduation from an accredited college or university with a bachelor's degree and three years of professional level experience in the analysis, design, or programming of business information systems utilizing database management systems (e.g., IMS/DB, DB2, Oracle), including at least one year of specialized experience that involved data modeling, database design, or performance monitoring and tuning of database management systems.

Education and Experience: Graduation from an accredited college or university with an associate's degree in business data processing, management information systems, computer and information systems, computer science, or other directly related field and three years of professional level experience in the analysis, design, or programming of business information systems utilizing database management systems (i.e., IMS/DB, DB2, Oracle) including at least one year of specialized experience that involved data modeling, database design, or performance monitoring and tuning of database management systems.

Substitution of Experience for Education: Professional level experience in the analysis, design, or programming of business information systems utilizing database management systems (e.g., IMS/DB, DB2, Oracle) may substitute for the required bachelor's degree on a year-for-year basis to a maximum of four years.

Substation of Graduate Education for the Required Experience: Any graduate courseware in management information systems, business data processing, computer and information systems, or computer science may substitute for the required experience on a year-for-basis to a maximum of one year (thirty-six graduate quarter hours or a master's degree in the above listed fields is equivalent to one year of experience), there being no substitution for the required one year of specialized experience.

OR

Substitution of Specific Experience for the Specialized Associate's Degree: Experience in data modeling, database design, or performance monitoring and tuning of database management systems may substitute for the specialized associate's degree on a year-for-year basis to a maximum of two years.

OR

Two years of experience as a Database Administrator 2 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TBI SPECIAL AGENT – FORENSIC IMAGING SPECIALIST

SUMMARY: Under general supervision, performs forensic imaging work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs forensic imaging duties for the Tennessee Bureau of Investigation, using both film and digital medium. This class differs from those in the state photographic series in that incumbents of the latter provide photographic services in areas such as news, travel, portrait, and industry.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of two years of coursework (i.e., 90 quarter hours) from an accredited college or university in photography, visual arts or digital imaging, including at least nine quarter hours in photography, and experience equivalent to two years of professional and/or forensic photographic work.

Substitution of Experience for Education: Qualifying full-time professional and/or forensic photographic work may be substituted for the required education on a year-for-year basis to a maximum of two years (e.g. experience equivalent to one year of full-time work in professional and/or forensic photography may substitute for one year [i.e., 45 quarter hours] of the required education, including the nine quarter hours in photography).

Necessary Special Qualifications: (1) must possess a valid motor vehicle operator's license, (2) must pass a physical and psychological examination by licensed physicians, (3) must have fingerprints on file with the Tennessee Bureau of Investigation, (4) must have a good moral character as determined by investigation, (5) must be willing to carry and use a firearm, (6) must successfully complete the Tennessee Bureau of Investigation crime scene investigations training course and the Tennessee Bureau of Investigation firearms and weapons training course within the first year of employment.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.